Homework Set 4(LW4)

Unit 1

A **Complete the interviewer's questions from a job interview with words from the box.**

contact	let	moving	send	sharing	start	~~working~~

1 Would you mind ....working.... at weekends?
2 Could you ..... us have your previous employer's details?
3 Would you mind ..... our appointment to Monday?
4 Could you ..... in two weeks' time?
5 Could you ..... us as soon as possible?
6 Would you mind ..... an office with three other people?
7 Could you ..... us a copy of your certificates?

B **Match the interviewee's answers to the interviewer's questions in exercise A.**

a) Not at all, as long as it's in the morning. [3]
b) Certainly. I'm free to start as soon as you like. [ ]
c) Yes. I'll let you know my decision by Friday, if that's all right. [ ]
d) Sure. I'll put copies in the post straightaway. [ ]
e) That's fine, as long as we all have enough workspace. [ ]
f) How often would that be? [ ]
g) Well, in fact they're included in my CV. [ ]

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C Study the examples. Then complete the dialogues below with *could* or *was able to*.

- *could* (general ability)

  A: Can you use a PC?

  B: Yes, I can. In fact, I *could* use a PC when I was 10!

- *was able to* (one occasion)

  A: So were you late for the interview?

  B: No. Sue gave me a lift, so I *was able to* get there in time.

1 A: What foreign languages can you speak?

  B: I ..... speak Italian quite fluently when I was a child but I've forgotten a lot.

2 A: What was your greatest achievement in your previous job?

  B: Well, I ..... reorganise the Sales Department in a month.

3 A: What did you like best about your previous job?

  B: My boss really trusted me so I ..... use my own initiative.

4 A: So you worked in Turkey three years ago. Could you give us some details?

  B: Certainly. As a matter of fact, I ..... win a very big contract.

5 A: So how did the interview go?

  B: Fine, I think. I ..... answer all the questions!

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